

Carl D. Perkins  
Career and Technical Education Act of 2006  
New Jersey Department of Education  
Office of Career Readiness

# Perkins Secondary and Postsecondary Grant Application EWEG User Manual

Project Period July 1, 2018–June 30, 2019

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## 1. Perkins Planning Process

### Planning and Document Preparation

- 1) Review the Office of Career Readiness [Perkins Grant Information Page](#) which includes:
  - a. The [Perkins One-Year Guidelines](#)
  - b. Uniform Grant Guidance
  - c. Allocations (when available)
  - d. Additional Perkins resources (videos, handouts, etc.)
- 2) Review your district's Five-Year Plan
  - a) Review your district's Five-Year Plan to identify if any changes need to be made due to new or deleted programs. If changes need to be made, revise the plan and contact your [Perkins Program Officer](#) for the process to resubmit the plan. **Then:**
  - b) Extension Letter: Obtain a letter to "Request an extension to the Perkins Five-Year Plan **with or without** revisions" (based on your determination from 2a) from the district chief school administrator or college president (see language on the [Perkins Grant Information Page](#)).



**EWEG Document Upload Required: Five-Year Plan Extension Letter**

- 3) Board Approval Date
  - a) Prepare the necessary information to obtain board approval for applying for the Perkins grant each year
  - b) Obtain the date for which the organization's Board of Education or Board of Trustees will or has already approved the acceptance of the Perkins application.



**EWEG information Required: Date of Board Approval must be entered in EWEG**

- 4) Review your district's Perkins Performance information by downloading the "Program Budget Activity Plan" from NJHomeroom.
  - a) Download the file from NJ Homeroom. Download the most recent year to complete the application:
    - i) Go to [NJ Homeroom](#)
    - ii) Click on "Perkins Performance". Follow instructions to login
    - iii) Click on the file to download (00-0000- PerkSecPBAP\_2019 or 00-0000- PerkPost\_PBAC\_2019)
  - b) Review and Complete the Perkins Program Budget Activity Plan for your district:
    - i) Programs that have **Not Met** performance targets must be made a priority when planning. Perkins funds **must** be used to help improve performance in indicators that did not meet performance targets.
    - ii) In the new Program Budget Activity Plan, **each Not Met indicator** must have an activity associated with it that (typed in the "Performance Based Perkins Funded Activity" column) which will directly impact performance in that area.

*Note: To sort the file, the grantee can copy the information to a new spreadsheet and then sort data as desired. However, this copy would only be used for the district internal use and should not be the copy that is uploaded in EWEG.*

- c) Print one copy to be signed by the chief school administrator or college president (only one page needs to be signed). The signed copy will be due in Phase 2 of the EWEG application. Scan the document to create a PDF file.



**EWEG Document Upload Required: Program Budget Activity Plan signed PDF**

- d) Prepare the Excel file to also be uploaded.



**EWEG Document Upload Required: Program Budget Activity Plan Completed Excel File**

Call your [Perkins Program Officer](#) if you have any questions or problems.

## 2. EWEG - Important EWEG Tips Before Entering the System

- 1) **Internet Explorer** is the most compatible browser for this software application. If other browsers are used, there may be problems completing the application. **If Performance does not open, the browser may need to be changed to "Compatibility Mode". To do this:**
  - a) Open Internet Explorer icon from the desktop.
  - b) Click the **Tools** button on the menu list.
  - c) Click **Compatibility View Settings**.
  - d) Under **Add this website**, enter the URL of the site you want to add to the list, and then tap or click **Add**. Once you turn on Compatibility View, Internet Explorer will automatically show that site in Compatibility View each time you visit. You can turn it off by removing it from your compatibility list.
- 2) **Do Not Use the Back Button in your browser...EVER!** "Return to Menu" link in the application (top right corner) should be utilized while filling out the application.
- 3) If any issues occur while you are in the application and you are kicked out of the application, make sure you **sign out completely** and then you will be able to sign back in.
- 4) **Read the Important Warning** about strategies. The performance section must be filled out completely and accurately before you begin the budget.
- 5) If the General Assurances tab is not complete and saved (In LEA Central Contacts), the grantee will not be able to create an application. **The "Create" button will not appear on the GMS Select Page.**

### 3. Completing Your Perkins Application- Phase 1

#### 1. Log In

- 1) [Go to NJ Homeroom.](#)
- 2) Scroll down and click on EWEG.
- 3) On the EWEG login screen (See Figure 1), enter your **username**, **password**, and **county district** code. This code will be a six-digit code which is a combination of your district's county code and district code (example: 031300).

STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

Welcome to the EWEG System

ANNOUNCEMENTS

Announcements

In preparation for the coming availability of FY18 Entitlement Grants, the default setting for Select Fiscal Year on the GMS Access Select page will change to 2018 on 4/1/17. All other fiscal years will continue to be available using the dropdown list.

The Title I Statewide Conference, "Continuing the Pursuit of Educational Equality" will be held on Wednesday, May 24, 2017, at the Hyatt Regency Princeton. The keynote speaker will be Dr. Ronald Ferguson. For more details regarding this event, please click this [link](#).

Discretionary Grant Clarification: Extended Learning Program Activities (ELPA) NGO  
As indicated in the NGO, with the exception of 21st CCLC continuation grantees in their fifth year during the current 2016-2017 program year, applicants are ineligible to apply for funds under both the Extended Learning Program.

LOGON

Username

Password

County District

[Forgot Password/New User](#) [LOGON](#)

Public Access

INFORMATION TECHNICAL ASSISTANCE UPCOMING EVENTS

[Tips for Using the NJDOE EWEG System](#) [Links to Grant Information Below](#) 2017

Figure 1 EWEG Login Screen

For more information regarding usernames and passwords, please contact your district's "Homeroom Administrator". If you need additional assistance, please [email the EWEG Help Desk](#).



#### Important Warning:

An Application cannot be created until the steps below are complete:

- 1) Create Central Contacts for 2018
- 2) Agree to "General Assurances"

#### 2. Creating Central Contacts by Copying Previous Year's Contact File

If the Central Contact file is not already set up for your district or institution yet, you will be prompted to add a new year of contacts. If the contacts are set up, open the contacts and review them to ensure accuracy. Take note that the Perkins Secondary Contact, Perkins Postsecondary Contact (if applicable) and Perkins Data Contact are correct.

- 1) On the Main Menu, click on \*\*LEA Central Contacts Required.
- 2) Click the radio button next to year you would like to copy
- 3) Click Copy to New Year. (See Figure 2)

Figure 2 Accessing LEA Central Contacts

If you set up a new file or copied contacts over, please make sure to review all the contact information.

### 3. Complete All Applicable Tabs in LEA Central Contacts

Once the contacts have been set up, the LEA Central Contacts section of the application must be complete (See Figure 3). Go to each of the following tabs (e.g., Central Contacts, ESSA Contact, IDEA Contact, DUNS Contact, General Assurances, Perkins Secondary, Perkins Post Secondary) and complete the information on each tab. Without completing all of the information, the district may not be able to create a new application and/or submit reimbursements.

Figure 3 LEA Central Contacts tabs

- 1) Central Contacts – Must be completed by all grantees. **Board President is a new field that must be completed (See Figure 4).**

Figure 4 Board President field

- 2) NCLB Contacts – Must be completed by secondary grantees.
- 3) IDEA Contacts – Must be completed by secondary grantees.
- 4) DUNS Number – Must be completed by all grantees. This is the same as your **CCRN** number. **Applications and reimbursements will not be able to be submitted if this number has expired.**
- 5) General Assurances – Must be completed by all grantees.
  - a. Click on the Assurances link as shown below
  - b. Read the assurances

- c. Once you agree to the assurances, click the check box to the left
- d. Click the “Legal Entity Agrees” button. This will populate the date field with the current date

Figure 5 General Assurances

- 6) Perkins Secondary – Must be completed by secondary grantees.
- 7) Perkins Postsecondary – Must be completed by postsecondary grantees.

#### 4. Creating a Perkins Application (See Figure 6)

**Reminder: You must complete LEA central contacts and agree to the assurances before you can continue the next steps of creating a new application.**

- 1) After logging in, click on **GMS Access/Select**.
- 2) Next to Perkins Secondary (or Post Sec) Consolidated, click **Create**.

**If you do not see the “Create” button then you must complete the “\*\*LEA Central Contacts”.**

Figure 6 Creating a Perkins Application



## 5. Contact Information

Please review the Perkins Contact information to ensure it is accurate. If it is not, the changes CANNOT be made on this page. The changes must be made in the LEA Central Contact Area. Refer to the “Central Contacts” section of this manual for instructions.

## 6. Allocation Detail

During Phase 1 of the application, the allocation will display as **\$0** for all funding sources. During Phase 2 of the application, the allocation will be loaded and the grantee will be able to budget the funds in the budget area. The allocation notices will be mailed to the district/institutions as soon as it is available.

## 7. Refusal of Funds

This tab will allow the user to refuse one or more funding sources by entering a date, checking a box next to the funding source, and typing their name and title. Performance Summary

Each grantee will have a District/Institution Performance Summary page. This page will include the district’s performance targets for all performance areas (secondary will have a different set of targets than postsecondary). Targets will be listed in a different table(s) at the top and performance for each CIP Code School Code at each school will be listed underneath.

## 8. Budget Summary

During Phase 1, the Budget Summary Page will show all zeros. The information will begin to populate on this page after the grantee begins Phase 2 (See Figure 7).

Overview	Contact Information	Allocations	Refusal of Funds	Performance	Budget Summary	Program Budget Activity Plan	Five Year Plan	Assurances	Comments	Submit	Special Conditions	Application History	Application Print
Budget (Read Only)													
D. Expenditure Category					E. Function & Object Code	F. Federal Funds	G. Reserve Funds	H. Total (F + G)					
<b>Instruction</b>													
Personal Services - Salaries					100-100	0	0	0					
Purchased Prof. & Tech. Services					100-300	0	0	0					
Other Purchased Services					100-500	0	0	0					
Supplies and Materials					100-600	0	0	0					
Other Objects					100-800	0	0	0					
<b>SubTotal Instruction</b>						0	0	0					
<b>Support Services</b>													
Personal Services - Salaries					200-100	0	0	0					
Personal Services - Employee Benefits					200-200	0	0	0					
Purchased Prof. & Tech. Services					200-300	0	0	0					
<b>SubTotal Support Services</b>						0	0	0					
<b>Grand Total</b>						0	0	0					

Figure 7 Budget Summary Page

## 9. Program Budget Activity Plan

Overview	Contact Information	Allocations	Refusal of Funds	Performance	Budget Summary	Program Budget Activity Plan	Five Year Plan	Assurances	Comments	Submit	Special Conditions	Application History	Application Print
----------	---------------------	-------------	------------------	-------------	----------------	------------------------------	----------------	------------	----------	--------	--------------------	---------------------	-------------------

**Program Budget Activity Plan Upload**[Instructions](#)

To complete Phase I of the Perkins 2018 application, you must complete and submit the Program Budget Activity Plan. A copy of the plan is available in NJDOE Homeroom. Follow the steps below to retrieve the file, complete it, and upload it below.

**Step 1:** Go to NJDOE Homeroom (<https://homeroom.state.nj.us/>). Click on the link to **Perkins Performance** to download a copy of your institutions: **2018 Program Budget Activity Plan** (to complete and submit below) You will be prompted to login to retrieve these files. A district/college ID , username, and password are required. If you do not have this information, please contact your institution's Homeroom Administrator.

**Step 2:** Complete the Program Budget Activity Plan that was retrieved in Step 1.

**Step 3:** Upload the completed EXCEL spreadsheet of the Program Budget Activity Plan. To upload, click the 'Browse' button below, choose the file you would like to upload, and click the Upload button to upload the file.

Uploaded Files:

*Figure 8 Program Budget Activity Plan Page*

Each grantee must follow these steps to complete this page:

1. Download the Program Budget Activity Plan
  - a. Go to [NJDOE Homeroom](#).
  - b. Click on "Perkins Performance".
  - c. Login using your district/institution's username, password, and district ID. If you do not have a username and password, please contact your district/institution's NJDOE Homeroom Administrator.
  - d. Click to download the file "XX-XXXX-PerkSecPBAP\_2019" (secondary) or "XX-XXXX-PerkPostSecPBAP\_2019" (postsecondary).
2. Complete the two required columns of the plan
  - a. 1) Performance Based Perkins Funded Activity
  - b. 2) Approximate Cost
3. Submission of the Program Budget Activity Plan
  - a. Phase 1 – Upload the Excel version only.
  - b. Phase 2 – If the Excel file has been revised, upload the revised copy AND the PDF version signed by the chief school administrator/college president.

## 10. Five-Year Plan Tab

The Five-Year Extension Request Letter (required) and Five-Year Plan Updates (if applicable) should be uploaded on this page (See Figure 9).

Create the Five-Year Extension Request Letter:

- 1) Go to the [Perkins Grant Information Page](#) to review the documentation regarding the Five-Year Plan Extension Letter Request.
- 2) Revise the letter to include your district/institution's information, letterhead, and signature from chief school administrator/college president.

Upload the document:

- 1) Click the **Browse** button to search for the files you would like to upload into EWEG.
- 2) Once you have a file selected click on the **Upload** button.
- 3) Once the file is uploaded you will see the file located at the bottom left corner of the screen below.

- 4) Click on the file to open the file.
- 5) If you need to delete the file check the box to the left of the file name and click the Delete Selected Files button.

Budget Summary

Program Budget Activity Plan

Five Year Plan

Assurances

Comments

Plan updates if applicable.

File types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 10MB. Uploading a file that does not comply with these restrictions will result in errors.

Browse...

Upload

Figure 9 Five-Year Plan Tab

11. Assurances Tab

Supplement Not Supplant (See Figure 10). Please refer to the NEW [Uniform Entitlement Grant Guidance](#) and the Perkins One-Year Guidelines for specific details required relating to Supplement Not Supplant.

- 1) Read the statement and agree by checking the box on the page.
- 2) Click “Save Page.”

Overview

Contact Information

Allocations

Refusal of Funds

Performance

Budget Summary

Program Budget Activity Plan

Five Year Plan

Assurances

Comments

Submit

Special Conditions

Application History

Application Print

Supplement Not Supplant

Assurances

Supplement not Supplant

Instructions

☐ The LEA certifies that funds awarded will be used to supplement, and in no case supplant, state or local funds budgeted for programs or services of the same type. Support from any other funding will not duplicate funding from P.L. 109-270;

Save Page

Figure 10 Supplement Not Supplant Tab

Assurances

- 1) Click the Assurances link as shown (See Figure 11).
- 2) Read the assurances.
- 3) Once you have read the assurances, click the box to the left to indicate that you agree to the assurances.
- 4) Click Organization Certifies.

Overview

Contact Information

Allocations

Refusal of Funds

Performance

Budget Summary

Program Budget Activity Plan

Five Year Plan

Assurances

Comments

Submit

Special Conditions

Application History

Application Print

Supplement Not Supplant

Assurances

Assurances

Instructions

☐ By checking this box and clicking on the 'Assurances' direct link below to review all the provisions detailed in the Assurances, the authorized representative of the applicant hereby certifies that he or she has read, understood, and will satisfy and comply with the following Assurances in their entirety:

1. General

2. Perkins Secondary Federal

3. Perkins Secondary Reserve

Assurances

Organization Certifies

Figure 11 Assurances Tab

## 12. Comments

Include any additional comments that may be helpful to the reviewer when reviewing the application).

To add comments (See Figure 12):

- 1) Type in any comments that you feel are relevant to the review of this application.
- 2) Click Spell Check in the bottom right corner.
- 3) Click the Save Page button.

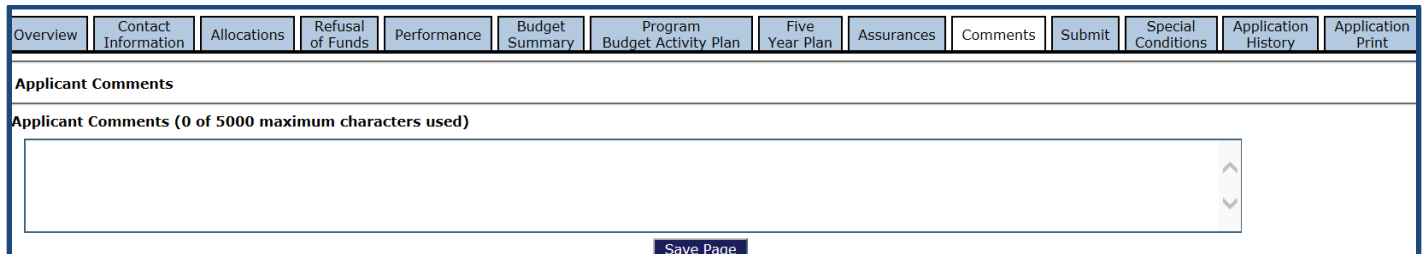


Figure 12 Applicant Comments (up to 5,000 characters)

## 13. Submit Tab

Board Application Approval (See Figure 13)

- 1) Enter the date the board has authorized submission of the Perkins application for the current year.
- 2) Check box certifying statements.
- 3) Click "Save Page".

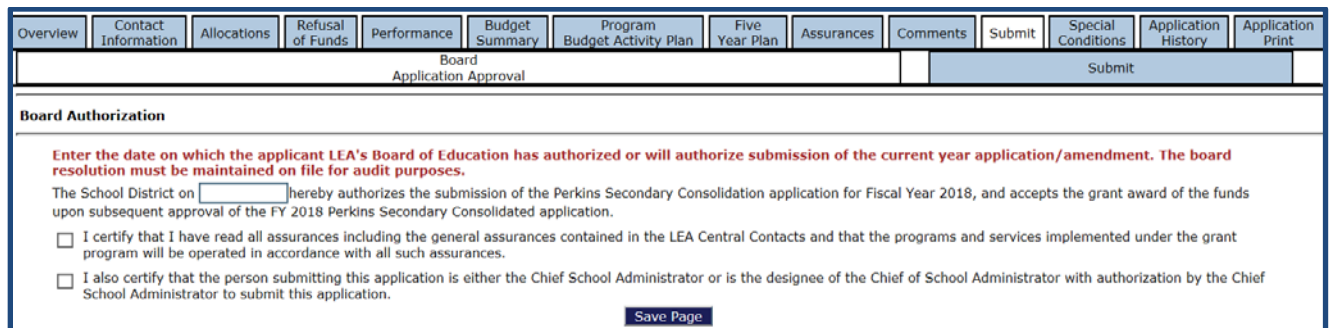


Figure 13 Submit Tab for Board Authorization

## Submit Sub Tab

Once the application is complete, the application consistency check (See Figure 14) can be run and the application can be submitted. Follow the instructions to submit:

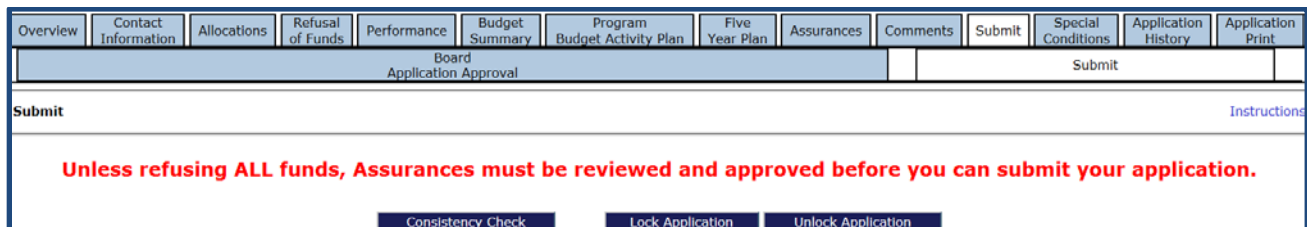


Figure 14 Submit Sub Tab- Consistency Check

- 1) Click Consistency Check
  - a. Once the consistency check is run, the application is locked (See Figure 15).

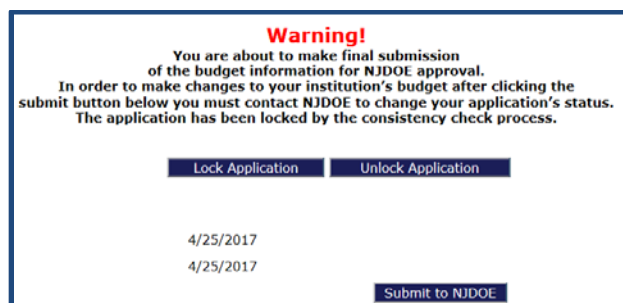
b. If you would like to make changes after the consistency check is made, go to Page Review Status to unlock the pages.

2) If any error messages appear, read them and revise the application accordingly.

3) Next click “Submit to NJDOE.”

4) A message will appear that the application has now been submitted for review.

\*\*If a change needs to be made to the strategies after the “Certification of Strategies” is complete, users will have to email their [Perkins Program Officer](#).



*Figure 15 Application is Locked Warning*

## 4. Completing the Budget – Phase 2

### 1. Creating the Phase 2 Application (Create an Amendment)

Grantees will not be able to complete their budget pages during Phase 1. Once the Phase 1 application has been approved, the grantee will be able to create a Phase 2 application and the allocation will also be loaded at that time. To create a Phase 2 application (See Figure 16):

- 1) Go to the GMS Select Menu.
- 2) Click “Amend”.
- 3) UNLOCK THE PAGES (see directions below).

Created				
Formula Grant				
Application Name	Revision	Status	Date	Actions
▶ Perkins Post Sec Consolidated	Amendment 1	Submitted <a href="#">View Award</a>	4/13/2017	Open Amend Payments Review Summary Delete App
▶ Perkins Secondary Consolidated	Original Application	Not Submitted <a href="#">View Award</a>		Open Amend Payments Review Summary Delete App

Figure 16 Creating a Phase 2 Application

### 2. Revising the Program Budget Activity Plan

If any activities have changed between the Phase 1 and Phase 2 process, the Program Budget Activity Plan will need to be updated to reflect the change in activities. Follow the original instructions in this manual for uploading a revised copy of the Program Budget Activity Plan.

### 3. Completing the Budget

To view budget detail pages for each funding source in Perkins (See Figure 17):

- 1) On the right-hand side of the screen, click on the drop down that says, “Perkins Secondary Consolidated”.

Application Sections

- Perkins Secondary Consolidated
- Perkins Secondary Federal Funds
- Perkins Secondary Reserve Funds

[Click to Return to Menu List / Sign Out](#)

Figure 17 Drop down menu for Perkins Secondary Consolidated

- 2) Select the funding source you would like to enter budget detail items for, choose one:
  - a. Perkins Secondary Federal Funds (for postsecondary it will show “Perkins Postsecondary Federal Funds”)
  - b. Perkins Secondary Reserve Funds (for postsecondary it will show “Perkins Postsecondary State Funds”)

## Instructions for Completing Budget Pages

Overview	Salaries	Supplies	Other	Equipment	Administrative Costs	Budget Summary
----------	----------	----------	-------	-----------	----------------------	----------------

**Overview**

CFDA # 84.048A Career and Technical Education - Basic Grants to States  
 Carl D. Perkins Career and Technical Education Act of 2006 (Public Law 109-270)  
 US Department of Education

**NJDOE Career and Technical Education**

Career and Technical Education in New Jersey is a system of organized instructional programs that provide integrated academic and technical curriculum to prepare students for employment, further education, and civic participation.

Figure 18 Budget Pages

Budget Pages in this application that can be completed (See Figure 18):

- 1) Salaries Instructional
- 2) Salaries Non-Instructional
- 3) Supplies Instructional
- 4) Supplies Non-Instructional
- 5) Other
- 6) Equipment
- 7) Administrative Costs
- 8) Budget Summary (Read-Only Page)

Required Fields for EVERY BUDGET ITEM:

- 1) **CIP-School Code(s)**- Hold the Ctrl key to select more than one CIP-School Code.
  - a. This is the CIP code with the corresponding School Code combined. If districts have more than one program operating at different school locations, they may have a CIP code listed more than once with different school codes listed at the end.
- 2) **Program Budget Activity Code** (refer to the corresponding code on the district Program Budget Plan)
  - a. Each line in the Program Activity Budget Plan has a corresponding "Program Budget Activity Code". Please include the code or codes in this box in the budget that correspond to the line in your districts Program Budget Activity Plan.
- 3) **Indicator**- Select one or more (hold Ctrl key and click to select more than one) indicators which are directly impacted by this expenditure.
  - a. Secondary Indicators for 2017: Technical Skill Attainment, Graduation, Placement, Nontraditional Participation, Nontraditional Completion
  - b. Postsecondary Indicators for 2017: Technical Skill Attainment, Credential, Placement, Nontraditional Participation, Nontraditional Completion
- 4) **Expenditure Cost:**
  - a. How many – enter the quantity of items being purchased.
  - b. Cost per unit – enter the cost for each unit.
  - c. Calculate – After 'How many' and 'Cost Per Unit' have been filled out, this button will perform a calculation and the total will appear in the 'Total Cost' box.
- 5) **Use of Funds:** Select the most appropriate use of funds related to this entry
  - a. Integrated Academics
  - b. CTSO – Career and Technical Student Organization activities
  - c. Eval. Program – Evaluation of local program by outside sources
  - d. Expand Tech – Expansion of technology for the program
  - e. Imp. Program – Improve, expand, modernize program
  - f. Guidance – Guidance and counseling
  - g. Link Prog – Link secondary programs to postsecondary education
  - h. Non-trad – Nontraditional programs (for gender)

- i. Partnerships – Expand business, education partnerships
- j. Prof. Develop – Professional development for staff members
- k. Size, Scope, Qual – Activities of size, scope and quality to be effective
- l. Spec. Pop – Special populations
- m. Supp. Services – Support services for students

Specific Information Related to Each Budget Page:

Note: To add more lines at any time, click the **Add Line** button at the bottom of the form.

- 1) **Salaries Instructional and Non-Instructional Pages:** In addition to the required fields above, the additional fields for the salaries page include (See Figure 19):
  - a. Time: Select either Full or Part-Time.
  - b. Title Position, Responsibilities, Justification: Enter title of the position to be funded. Enter name of the employee, if known. If unknown, enter *"Name to be announced (TBA)."* See Perkins One-Year Guidelines for minimum information required for this entry.
  - c. Salary
    - i. Full-Time: Enter the Annual Salary and Percentage of Time the position will spend on grant activities. Requested Amount will be calculated by the system.
    - ii. Part-Time: Enter Hours Per Week, Number of Weeks and Hourly Rate.
    - iii. 200-200 Benefits: Select the button(s) for the appropriate employee benefits (TPAF, FICA, and Other Benefits). Click the calculate button to perform the calculations. The grantee cannot key in the result of a calculation. Click the "Calculate" button to perform calculations. These calculations will automatically carry over to the Summary Budget page.

**Note:** Instructional salaries can only be funded for the first two years of a new program.

The screenshot shows a web form for entering salary information. It includes dropdown menus for CIP-SCHOOL and INDICATOR, a large text area for the position title, and radio buttons to select between Full and Part-time employment. The salary section contains input fields for annual salary, percentage of time, and a calculated requested amount. A benefits section allows for selecting FICA, TPAF, and other benefits, with a 'Calculate' button to update the total benefit amount. A 'Delete Row' button is located on the right side of the form.

Figure 19 Instructional/ Non Instructional Salaries Page

- 2) **Supplies:** Complete required fields listed above (CIP-School Code, Program Budget Activity Code, Indicator, Use of Funds). Other fields specific to Supplies include (See Figure 20):
  - a. Name of Item, Description, Specifications (see Perkins One-Year Guidelines for minimum requirements for description in this field)
  - b. Un-itemized Check box - if you are grouping several items together and do not have a specific cost for each. See Perkins One-Year Guidelines for minimum



CIP-SCHOOL 010903-030 100203-030 100302-030 110101-030 120401-030	EXPENDITURE CATEGORY [Dropdown]	NAME OF ITEM, DESCRIPTION, SPECIFICATIONS (0 of 700 character maximum)	INDICATOR AA-LA - Language Arts AA - Math TSA - Technical Skill Attainment G - Graduation P - Placement	Delete Row <input type="checkbox"/>
PROGRAM BUDGET ACTIVITY CODE (ex: TSA-5, AALA-2) (0 of 700 character maximum)		HOW MANY COST PER UNIT \$ TOTAL COST \$		
USES OF FUNDS [Dropdown]		[Calculate]		

Figure 20 Supplies Page

**3) Other:** Complete required fields listed above (CIP-School Code, Program Budget Activity Code, Indicator, Use of Funds,). Other fields specific to the “Other” Budget include (See Figure 21):

CIP-SCHOOL 010903-030 100203-030 100302-030 110101-030 120401-030	FUNCTION and OBJECT [Dropdown]	EXPENDITURE CATEGORY [Dropdown]	NAME OF ITEM, DESCRIPTION, SPECIFICATIONS (0 of 700 character maximum)	INDICATOR AA-LA - Language Arts AA - Math TSA - Technical Skill Attainment G - Graduation P - Placement	Delete Row <input type="checkbox"/>
PROGRAM BUDGET ACTIVITY CODE (ex: TSA-5, AALA-2) (0 of 700 character maximum)			HOW MANY COST PER UNIT \$ TOTAL COST \$		
USES OF FUNDS [Dropdown]			[Calculate]		

Figure 21 Other Expenditure Page

- Function Object Code – list of possible function object codes (refer to the Perkins One-Year Guidelines for more details). This selection must be made in order for options to be populated in the next field, Expenditure Category.
- Expenditure Category – After selecting a specific Function Object Code, this field will narrow down your selection to specific options related to the function object code. See full chart (See Figure 22):

Table 1 Specific Options Related to the Function Object

CIP-School Code	Name of Item	Description/Specification
100 – 300	Instruction Purchased Services	<ul style="list-style-type: none"> <li>Consultant’s working directly with students</li> <li>Computer-assisted instructional expenses</li> <li>On-line technical skill assessments</li> </ul>
100 – 500	Instruction Other Purchased Services	<ul style="list-style-type: none"> <li>Lease / Rental of instructional equipment</li> <li>Internet access and video-conferencing for students</li> </ul>
100 – 800	Instruction Other Objects	<ul style="list-style-type: none"> <li>Field trip admission (students)</li> <li>Other Instructional</li> </ul>
200 – 300	Purchased Professional and Technical Services	Consultant’s professional technical

CIP-School Code	Name of Item	Description/Specification
200 – 400	Purchased Property Services	<ul style="list-style-type: none"> <li>Leases / rentals non-instructional space</li> <li>Leases / rentals non-instructional equipment</li> <li>Maintenance contracts equipment</li> <li>Repair and maintenance equipment</li> <li>Warranty (one year only)</li> </ul>
200 – 500	Non-Instruction Other Purchased Services	<ul style="list-style-type: none"> <li>Staff registration fees</li> <li>Field trip transportation (bus rental)</li> <li>Software Site license (renewal only)</li> <li>Non-instructional</li> </ul>
200 – 580	Staff Travel	Staff travel (transportation, meals, lodging, .31 cents a mile)
200 – 800	Other–Non-Instructional Other Objects	Non- Instructional Other

c. Name of Item, Description, Specifications (see Perkins One-Year Guidelines for minimum requirements for description in this field).

- 4) **Equipment:** (CIP-School Code, Program Budget Activity Code, Indicator, Use of Funds,). Equipment fields specific to the “Equipment” Budget include:
- Anticipated Location of the Equipment: Include the building name and specific room number where the equipment will be located.
  - Please refer to the General Federal Entitlement Grant Guidance and the Perkins One-Year Guidelines for specific details required for equipment.
- 5) **Administrative Costs** – A total for administrative costs can be entered on this page (See Figure 23). There is a 5% cap on the award for administrative costs. The cap is calculated on this page.

Overview	Salaries	Supplies	Other	Equipment	Administrative Costs	Budget Summary
<b>Administrative Costs</b>						Instructions
The Administrative Costs page will not be available for budgeting until the application has been amended.						
<b>Funds</b>	Amount Allocated: \$0	Amount Budgeted: \$0	Amount Remaining: \$0			
<b>Administrative Costs</b>						<b>Total Amount</b>
Allocation						138,626
Rate						0.0500
Maximum Available Administrative Costs						6,931
Total Administrative Costs Requested						0

Figure 22 Administrative Costs Page

- 6) If you have multiple funding sources, please complete budget pages for both funding sources. You can access the other funding source by using the drop-down menu at the top.

Figure 23 Funding Source Drop-Down Menu

#### 4. Submitting a Perkins Phase 2 Application

- 1) Review your application to ensure it is complete (See Figure 24).
- 2) Go to the Submit Tab.

Figure 24 Submitting a Perkins Phase 2 Application Tab

- 3) Click “Consistency Check” (See Figure 25)
  - a. Once the consistency check is run, the application is locked.
  - b. If you would like to make changes after the consistency check is made, go to Page Review Status to unlock the pages.

Figure 25 Consistency Check Tab

- 4) If any error messages appear, read them and fix the application accordingly.
  - Topic-Issue/Resolution
  - CCR-Your DUNS Number has expired. See Central Contacts to update it. **Central Contacts can be accessed through the Main Menu** (See Figure 26). It is not the same as the Contact Page within the Perkins Application.

Figure 26 Central Contacts Tab

- ADMIN Admin cap has been exceeded- Unlock the pages, revise the budget accordingly and resubmit the application.
- Unitemized cap- Unitemized cap has been exceeded. Unlock the pages, revise the budget accordingly.

5) Click “Submit Application.” The submitter of the application will receive email notification regarding updates to the status of the application.

## 5. Checking the Status and History of an Application

### 1. Status

The status of your application can be checked anytime by following the following steps (See Figure 27):

1. Go to the Main Menu.
2. Click GMS/Access Select.
3. Click Review Summary button (DO NOT CLICK OPEN).
4. View the list stops the application made and the Status, Status Date, and person member reviewing or editing the application.

Revision				Status				Date		Actions			
Amendment 1				Submitted				4/13/2017		Open Amend Payments Review Summary Delete Ap			
				<a href="#">View Award</a>									

Figure 27 Checking Application Status

### 2. History

Grantees and reviewers can both see the history of the grant application.

- 1) Open your application.
- 2) Click the Application History Tab to review all of the history provided.

## 6. Revising and Resubmitting an Application

If the application was returned for revisions there are steps you need to follow:

**Step 1:** Turn off the Pop-Up Blocker in your browser.

**Step 2:** Review the checklist of feedback provided to you by NJDOE.

**Step 3:** Contact your [Perkins Program Officer](#) if you have any questions or problems.

**Step 4:** Unlock and revise budget detail pages.

**Step 5:** Update the Program Budget Activity Plan (If changes were made).

**Step 6:** Resubmit the application.

**Step 1:** Turn Off the Pop-Up Blocker in your browser.

To open the Review Checklist, you have to go to a different location from where the application is typically opened:

- 1) Make sure the Pop-Up blocker in your browser is off (See Figure 28):
  - a. In your browser, go to Tools.
  - b. Click "Pop-up Blocker".
  - c. Click "Turn OFF Pop-up Blocker".

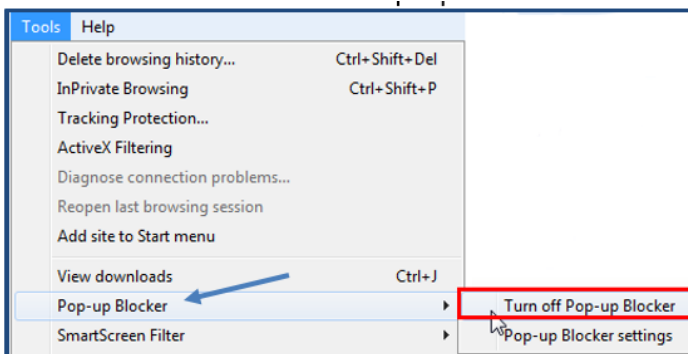


Figure 28 Turning Off Pop-up Blocker

**Step 2:** Review the checklist of feedback provided to you by the Perkins Program Officer at the NJDOE

- 1) Login to EWEG.
- 2) Click on GMS Access/Select Menu.
- 3) Locate the grant application you would like to work with. Click "**Review Summary**" under the Actions section.

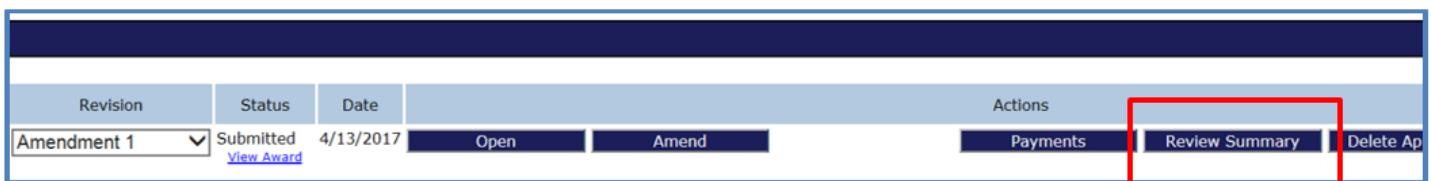


Figure 29 Review Summary Page

- 4) On the next screen, select the round associated to the checklist you want to open.
- 5) Click "Review Checklist".



The checklist will open as a pop-up second window in your browser. The application will remain in the first window of the browser. If this does not happen, your pop-up blocker may still be on.

**Step 3:** Contact your [Perkins Program Officer](#) if you have any questions or problems.

**Step 4:** Revise budget detail pages.

- 1) Go to the GMS Access Select Menu.
- 2) Go to the Application you would like to revise.
- 3) Click the **Review Summary** to view the notes included by the reviewer.
  - a. Ensure your **pop-up blocker is off** in your browser (in the browser go to Tools>Pop-up blocker and choose OFF).
  - b. You will see the Review Checklist pop-up in another window.
- 4) Once you have finished reviewing the notes, you may need to make changes to the application.
- 5) Make the necessary changes to the Consolidated Portion of the application (revise PBAP if necessary and upload the new version).
- 6) Make the necessary changes in the budget detail pages:
  - a. Select appropriate strategies where needed.
  - b. Revise budget items description (if indicated on the checklist).
  - c. Any other issues indicated on the checklist, such as cost calculations.
- 7) To resubmit, follow instructions as you did for submitting the original application.

**Step 5:** Revise the Program Budget Activity Plan (If changes were made).

If activity changes are necessary, the Program Budget Activity Plan will need to be revise to accurately match the budget.

- 1) Revise the original Excel file for the Program Budget Activity Plan.
- 2) Print a copy to be signed by the Chief School Administrator/College President.
- 3) Scan the signed copy to create a PDF file.
- 4) Go to the "Program Budget Activity Plan Tab.
- 5) Click "Browse" to upload the Excel File.
- 6) Click "Open" to open that file.
- 7) Click "Upload".
- 8) Once the consistency check has passed, click Submit.

**Step 6:** Resubmit the application.

- 1) Run the consistency check by going to the submit tab.
- 2) Click on "Run Consistency Check".
- 3) Once the consistency check has passed, click Submit.

## 7. Creating and Submitting an Amendment

If a grantee chooses to revise their budget, they will be able to do so through EWEG. During the Phase 2 process, all grantees created “Amendment 1” to complete Phase 2 of their funding application. If activities or purchased times change throughout the grant period to their original application, an “Amendment 2” must be created in EWEG. **Please refer to the Perkins One-Year Guidelines for amendment requirements and deadline.**

- 1) Go to the GMS Access Select Menu.
- 2) Go to the Application you would like to amend.
- 3) Click the “Amend” button (See Figure 29).
- 4) Make the necessary changes in the application.
  - a. A new board approval data must be included.
  - b. If any changes are made to activities in the Program Budget Activity Plan, the grantee must upload a new version (Excel and signed PDF).
  - c. Revise budget items as necessary.
- 5) To submit, follow the same process as submitting the Phase 2 application.



Revision	Status	Date	Actions			
Amendment 1	Submitted <a href="#">View Award</a>	4/13/2017	Open	Amend	Payments	Review Summary
					Delete Ap	

*Figure 30 Amending an Application*